

State of Michigan
Department of Consumer & Industry Services
BUREAU OF WORKERS' & UNEMPLOYMENT COMPENSATION

Employer Handbook

The Employer Handbook was developed as a guide through those areas of the law which employers told us were often frustrating and confusing. Written, in part, by the Employer Forum, a task force of Michigan employers and Bureau of Workers' & Unemployment Compensation (BW&UC) staff, the Handbook covers the variety of topics listed below.

The Employers Handbook consists of the following:

- A. – Employers Guide to the Liability of Employers and Coverage of Employees** – when does an employing unit become an employer and subject to paying taxes, who are employees, and which are exempt from coverage?
- B. – Records and Reports Required of Employers and Penalties for Non-Compliance** – what reports must you file with the UC, when do you file them, and what happens if you don't?
- C. – Employers Guide to Unemployment Insurance Taxes** – how is your tax rate calculated, can a voluntary payment help, and what happens when you buy someone else's business?
- D. – Employers Guide to the Payment of Unemployment Benefits** – when is a claimant disqualified for benefits, how are you notified when benefits are paid, and what are the best ways to save money?
- E. – A Guide to UC Administrative Law Judge (ALJ) Hearings** – what is evidence, how do you make your best case before the ALJ, and what actually happens at the hearing?
- F. – Advocacy Fact Sheets** – what is misconduct, voluntary leaving, and suitability of work? Fact sheets covering the most frequently appealed issues.
- G. – The Michigan Employment Security Act** – an entire copy of the law.
- H. – UC Administrative Rules** – the regulations that supplement the MES Act.
 - I. – UC Fact Sheets** – These fact sheets cover assorted topics, such as how to register for jobless benefits, tax changes in 2001, Work Opportunity Tax Credit Program, and UI benefit changes in 2001.
- J. – UC History** – A brief history of how unemployment insurance developed and evolved into the program that it is today in Michigan and the United States.
- K. – The UC's Web Site** – www.michigan.gov/bwuc. The site contains information about UC programs and services, as well as forms and publications, a list of Bureau contacts and office locations, and UC news releases.
- L. – Index.**

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UC Employer Handbook Order Form

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